

Procedure and Criteria for Promotion, Tenure, and Renewal of Appointment
Division of Arts & Sciences
Ohio University-Chillicothe

I. Faculty Handbook

Sections II. C, D, E, and F of the *Ohio University Faculty Handbook* will govern the promotion and tenure process in many ways. Each faculty member should be aware of the policy that is expressed in these sections of the Faculty Handbook.

II. Committee Composition

The Arts & Sciences (A&S) P&T committee will be composed of ALL tenured Group I faculty from within the division. If there are fewer than five eligible faculty members within the division, an eligible member from outside the division or from another Ohio University campus will be selected. Preference will be given to a faculty member specific to the discipline of the candidate. Voting members must be at or above the rank for which the candidate is being considered.

III. Procedure for Renewal of Probationary Appointment, Award of Tenure, and/or Promotion in Rank

Annually, the Division Coordinator, in consultation with the P&T Committee, shall evaluate all eligible members in the division with regard to renewal of appointment and progress towards tenure and/or promotion. This evaluation must result in recommendations with respect to reappointment of all probationary faculty members and must also result in decisions whether or not to consider actively each eligible faculty member for tenure and/or promotion.

In the annual evaluation of probationary faculty appointments, tenure, and/or promotion, various types of information will be utilized. This will include, but not be limited to, personnel files maintained in the office of the Dean or Division Coordinator, the Division Coordinator's annual evaluations, the carefully considered professional judgment of peers and colleagues, comments from representatives of the candidate's respective departments in Athens where appropriate, and student evaluations for every course evaluated during the most recent three years. Faculty members not serving on the P&T Committee may also convey recommendations with supporting documents to the P&T Committee through its Chair. Upon receiving any outside information the Chair is required to forward it to the full committee for its evaluation. The chair will also provide this information to the faculty member being considered for tenure and or promotion, providing them the opportunity to rebut any negative assertions.

A. Procedure for Renewal of Probationary Appointment

The P&T Committee will review the probationary faculty member's self-evaluation and other materials in its evaluation of the individual's performance and progress toward tenure/promotion. The committee will submit its evaluation and recommendation for renewal of appointment to the DC. The DC will forward the P&T Committee's recommendation and supporting documentation to the Dean together with his/her own positive or negative recommendation. By February 1, the DC shall notify the faculty member in writing of the reappointment recommendation. If the recommendation is not to reappoint for the upcoming academic year, it must be in accordance with the terms of the *Faculty Handbook*. The following *Faculty Handbook* section will govern the process in case renewal is not recommended.

Section II. D. 3. Renewal of Contracts for Probationary Appointments

Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of his/her appointment, as follows:

- a. not later than February 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
- b. not later than November 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
- c. at least twelve months (May 30th) before the expiration of an appointment after two or more years of service at Ohio University. The notice of nonreappointment will be accompanied by an oral and, if the faculty member so requests, a written explanation of the basis for nonreappointment. The basis for nonreappointment must not violate the faculty member's academic freedom.
- d. Written notice shall be given at least one year prior to the expiration of the probationary period if the faculty member is not to be continued in service after the expiration of that period. In effect, this means that the tenure decision must be made prior to or during the penultimate year of the probationary period.
- c. Except for faculty members who have tenure status or who are not eligible for tenure, every person with a teaching or research appointment of any kind shall be informed each year in writing of the department's evaluation of the individual's performance and progress toward tenure (see Section II.E.2). This evaluation normally will be provided to the faculty member by February 1.

B. Procedure for “Third Year” Review of Probationary Faculty

At the beginning of the fourth year of service, all probationary faculty members will be informed by the chair of the P&T committee of the necessity of the “Third Year” Review. These faculty should compile a dossier using the P&T format established by RHE.

<http://www.ouorc.ohio.edu/development/index.htm>

This dossier will be reviewed by the P&T Committee and Division Coordinator. The campus dean may also request to review any “Third Year” dossier. By February 1, the candidate will receive written feedback from the P&T Committee chair and Division Coordinator that will provide a frank and critical discussion of the candidate’s progress toward tenure and promotion. Dates governing the submission and evaluation for this review will correspond with those of normal promotion and tenure review cycle, with the exception of those pertaining to external review letters, which are not required. **Submission of the “Third Year” Review may be considered in the determination of any available merit pay for the year of submission.**

C. Procedure for Tenure and/or Promotion (See Appendix I)

In accordance with the *Ohio University Faculty Handbook*, a tenure date is given in a probationary faculty member's offer letter. Yearly, by **September 1**, the DC will send a request for applications for promotion and/or tenure to the A&S faculty. A faculty member requesting consideration for promotion and/or tenure must notify the Division Coordinator in writing by **September 15**.

By **September 1**, the DC, after consultation with the P&T Committee, will notify each candidate in writing that he/she will be considered actively for promotion. The faculty member then has the opportunity to submit to the committee written materials (e.g. a dossier) which he/she believes to be relevant to the promotion and/or tenure decision. *The faculty member is responsible for the dossier's content and presentation.* The faculty member is encouraged to request guidance on the dossier preparation from the DC and P&T representatives. *This procedure should not be seen as a pre-tenure or promotion review*, but merely as a critique of the packet's clarity of content and correctness of form. Faculty members have until **September 20** to submit their dossier for this assistance.

In their P&T document preparation, Faculty members should use the guidelines established in the RHE document, *Format for the Promotion and Tenure Dossier*.

<http://www.ouorc.ohio.edu/development/index.htm>

Additionally, as per the general guidelines found in RHE's *Criteria for Promotion and Tenure*, at least three external letters of reference should be included in any promotion or promotion and tenure dossier. These letters should be solicited by the committee chair from individuals qualified to assess or confirm the candidate’s scholarly contributions. These individuals may be chosen from the list of potential reviewers provided by the candidate (see below). In cases for which innovative teaching is a critical aspect of evaluation, one or two of the referees might be selected to assess and comment on the candidate’s achievements. Referees should

clearly understand that they are not being asked to make a recommendation regarding the candidate's promotion or tenure. Neither graduate advisors nor research collaborators should serve as referees.

After receiving a candidate's dossier, the P&T Committee shall forward it and any additional supporting documentation to the appropriate Athens department chair for evaluation. This step will be implemented only if the faculty member being reviewed for promotion or tenure has a home department on the Athens campus.

All awards of tenure and all promotions in rank must originate in a positive recommendation determined by a majority vote of the P&T Committee. The P&T Committee, through its Chair, will provide the faculty member, through his/her DC, a written statement of the decision and the rationale for the decision. A Minority Report will be attached if submitted to the P&T Chairperson by the member or members of the committee who voted in the minority. By **the Last Day of Fall Semester**, probationary faculty shall receive a letter from the Division Coordinator containing the results of the evaluation.

In the event of a positive recommendation for the award of tenure or promotion in rank, the P&T Committee's recommendation, supporting documentation, and the Athens department Chair's evaluation will be sent by the P&T Chair to the DC. The DC will review this material and forward it to the Dean together with his/her own positive or negative recommendation. If the P&T Committee does not recommend promotion or tenure for the faculty member, no further evaluation is required, except in the case of an appeal (see *Faculty Handbook* II. F.).

If the Dean *accepts a positive recommendation* for promotion and/or tenure from the DC, he/she shall submit a written recommendation to the Provost, accompanied by statements and documentation provided by the P&T Committee and the DC. If a recommendation for promotion and/or tenure forwarded from the DC to the Dean is *not accepted and implemented*, the Dean shall inform the Division Coordinator in writing (with copies to all parties involved, including the P&T Committee Chair and the candidate) within 45 days. If a recommendation for promotion and/or tenure is not accepted by the Provost, *Faculty Handbook* guidelines will dictate procedure (*FH* II. F. 2c.).

IV. Criteria for Renewal of Probationary Appointment, Award of Tenure, or Promotion in Rank

A. Criteria for Tenure

Tenure will be considered in accordance with the policy outlined in the *Ohio University Faculty Handbook*. Although there may be occasional exceptions, it is expected that the award of tenure *and* promotion to the rank of associate professor will constitute a single recommendation. Since the probationary period is contractually agreed upon by the candidate and administration, it is the general policy of this campus to grant early tenure only under extraordinary circumstances.

In addition to the general requirements listed in the *Faculty Handbook*, the following tenure questions should be asked:

1. Has the faculty member demonstrated consistent excellence in teaching?

To guide the committee in its assessment of teaching a partial list of behaviors, characteristics, attitudes, and activities that are common to outstanding teaching are listed as follows:

- Classroom visits by the DC or other appointed division faculty
- Enthusiasm for teaching
- Knowledge of subject material
- Ability to communicate effectively to a diverse student population
- Belief in the potential of students and their ability to learn
- Ability to show how subject matter relates to the formation of a well-educated individual
- Fostering student growth and achievement in oral communication, writing, and critical thinking
- Ability to cross disciplinary lines and acquaint students with the connections among disciplines
- Willingness to seek and use pedagogy which, in given circumstances, most enhances learning
- Promoting active learning and a participatory classroom with engagement, dialogue, and feedback
- Commitment to one's own development as a teacher and a learner: openness to learning to improve
- Humanness and a sensitivity to diverse views and backgrounds of students
- Promoting mutual respect among students and faculty
- Being accessible and approachable for appropriate student consultations
- Setting high standards for student work and supporting students in their endeavors
- Providing prompt and appropriate evaluation of student work
- Giving attention to ancillary instructional support activities (selecting texts, recording grades, etc.)
- Preparation and organization
- Peer ratings
- Indications of high level of student achievements (student work recognized, accepted to conferences or exhibitions, published, etc.)
- Supervising internships, student workers/practica/student teaching/etc.
- Relevant awards and recognitions received
- Participation in conferences focusing on pedagogy
- Participation in relevant external service activities (consultantships, memberships in professional organizations, participation in professional conferences, etc.)
- Use of appropriate technologies in information or communication delivery
- Any other appropriate evidence of teaching excellence

2. Has the person under tenure consideration demonstrated through past activities that there is a good likelihood that he or she will continue to be a valuable addition to the A&S Division and to the Chillicothe Campus?

3. Has the faculty member demonstrated that he or she can sustain professional growth appropriate to his or her discipline as evidenced by participation at conferences, meetings, workshops, courses related to the discipline, etc.?

4. **Has the faculty member demonstrated successful research and scholarship appropriate to his or her discipline as evidenced by refereed publications, presentations, exhibitions, grants, awards, etc.?**
5. **What positive impact has the faculty member had on the division and campus since he or she was first employed?**
6. **Has the faculty member demonstrated collegial relationships with faculty members within and outside his or her division?**
7. **Has the faculty member demonstrated appropriate professional behavior and ethics?**
8. **Has the faculty member demonstrated a professional relationship with the community constituents?**
9. **What is the faculty member's potential for future growth in the areas of teaching, professional activities, university and community service?**

B. Criteria for Promotion

The criteria for promotion will, at a minimum, meet RHE's Criteria for Promotion and Tenure. In some areas, the A&S Division criteria may exceed those established by RHE.

Primary Considerations:

1. *Teaching*, defined by level of rank, in an ever-increasing degree as one moves from Instructor rank to that of Professor. Considerations for teaching quality include:
 - a. Student evaluations taken and summarized quarterly for all classes required to be evaluated over the nine-month academic year. The minimum requirement will be the most recent three years dating from the application for consideration of promotion.
 - b. Peer evaluation as conducted firsthand by the Division Coordinator or other faculty members. Second-hand information, based on student comments and other sources, obtained by the Division Coordinator and general faculty will be admissible.
 - c. The flexibility and adaptability of course offerings consonant with qualifications and the Athens department's or OUC administration's approval.
 - d. Unsolicited letters of academic commendation from former students.
 - e. Increased knowledge of subject matter as indicated by college graduate credits beyond the terminal degree.
 - f. Non-credit course work or workshops directly related to one's discipline and beyond the terminal degree requirements for one's discipline.
 - g. Other factors and evidence that the faculty member may consider important in the consideration of effective teaching. The acceptability and weight of such factors will be at the discretion of the committee.

2. *Professional scholarship, research, and creative activities*, defined by level of rank, in an ever-increasing degree as one moves from Instructor rank to that of Professor. Considerations of quality in scholarship, research, and creative activities include:
 - a. Regional, national, international publications based on documented peer-reviewed research, creative activities, or scholarship.
 - b. Regional, national, international peer-reviewed exhibitions or presentations of artwork, music, or theater performances.
 - c. Regional, national, international peer-reviewed paper presentations based on documented research, creative activities, or scholarship.
 - d. Professional activities. (Participation in discipline-related organizational activities, and, to a lesser extent, membership in professional organizations and attendance at professional association meetings, seminars, workshops, etc.)
 - e. Discipline-related honors, awards, grants, fellowships, residencies, etc.
 - f. Credit and non-credit course work or workshops directly related to one's discipline and beyond the terminal degree requirements for one's discipline.
 - g. Other factors the faculty member may consider important. Accepting and weighing such factors will be at the discretion of the committee.

Secondary Considerations:

1. Service to the University:
 - a. Service on RHE, University and Campus committees.
 - b. Participation in service learning programs.
 - c. Grants to OUC.
 - d. Development of new academic or technical degree programs.
 - e. Participation in student activities.
 - f. Academic advising.
 - g. Special assignments beyond contracted responsibilities.
 - h. Other factors the faculty member may consider important. The acceptability and weighing of such factors will be at the discretion of the committee.
2. Community Service:
 - a. Providing expertise to the community that is directly related to one's discipline. For example, consultation for grants, jurying for discipline-related activities, serving on institutional boards, etc. This does not include work done for non-OUC salaried positions.
 - b. Providing significant expertise to the community that is not directly related to one's discipline. For example, serving as Crisis Center volunteer, United Way campus representative, coordinator of a significant community project, etc.
 - c. Participation in university outreach programs.
 - d. Other factors the faculty member may consider important. The acceptability and weighing of such factors will be at the discretion of the committee.

C. Criteria for Promotion to Specific Ranks

A terminal degree in his or her academic or technical discipline, while not absolutely necessary for promotion, is normally expected. Years in rank or years at the University are not necessarily important for consideration for promotion—longevity is not a guarantee of promotion.

Assistant Professor

Normally, faculty will be hired at the rank of Assistant Professor. In the case of All But Dissertation, faculty may be hired at the rank of Instructor. In order to be promoted to the rank of Assistant Professor, the faculty member must show evidence of his or her development as a teacher and demonstrate competence in professional activities and in one of the other two areas of service. Experience should be three to five full years at the Instructor rank. If the applicant exhibits extraordinary achievements in research, scholarship and creative activities, the requirement for a minimum number of years in rank can be overridden. With an earned terminal degree in the academic field, the promotion to Assistant Professor will be automatic. Dependent upon the hiring criteria, the Master's degree and some formal academic training in one's teaching discipline beyond the Master's, or evidence of substantial professional contribution in one's discipline is considered the minimal requirement for promotion to Assistant Professor.

Associate Professor

In order to be considered for promotion to the rank of Associate Professor, the applicant must show continued professional growth in his or her teaching and professional field. This growth should be demonstrated by achieving excellence in the areas of teaching and professional activities. Excellence in one of the two areas of service must also be demonstrated. A complementary balance between the two areas of service may be judged as desirable by the committee and, at its discretion, may serve in lieu of demonstrable excellence in one of these two areas. Experience should be at least five years at Assistant Professor rank for faculty holding a terminal degree. If the applicant exhibits extraordinary achievement in scholarship or creative activities, the requirement for a minimum number of years in rank can be overridden.

Professor

In order to be considered for promotion to the rank of Professor, the applicant must demonstrate consistent excellence in teaching and professional growth, as evidenced by national and/or international distinction in the discipline. Excellence in one of the two service areas above must also be demonstrated. A complementary balance between the two service areas may be judged as desirable by the committee and, at its discretion, may serve in lieu of demonstrable excellence in one service area. The doctorate or equivalent terminal degree in the discipline is required for promotion to Professor. Experience should be at least five full years at the Associate rank. If the applicant exhibits extraordinary achievement in scholarship or creative activities, the requirement for a minimum number of years in rank can be overridden.

D. Criteria for Renewal of Appointment

Renewal of Appointment will be considered in accordance with the policy outlined in the Ohio University *Faculty Handbook*. Specifically, as is listed in Section II D: 4. [a] of the *Faculty Handbook*, a termination of a probationary appointment before the end of the contract period may be effected by the University only with adequate cause.

Annually, by the end of the first week of Spring Semester, all probationary faculty will submit to the Division Coordinator a summary containing a self-assessment of progress toward tenure. This self-assessment should take into consideration the criteria listed in Section IV of this document. In its evaluation of the probationary faculty member, the P&T Committee should adjust the applicability of the above criteria based on the years in service the faculty member has at OUC.

APPENDIX I:

Division of Arts & Sciences Ohio University-Chillicothe Promotion & Tenure Process Timeline

September 1: The Division Coordinator (DC) will send a request for promotion consideration to the faculty.

September 1: The DC will send a reminder to eligible probationary faculty that they are required to submit a full dossier with supporting data to be used in the Third Year Probationary Review. The Regional Campus Format for Promotion and Tenure Dossier is recommended to arrange materials.

September 1: The DC, after consultation with the P&T Committee, will notify each candidate in writing that he/she will be considered actively for tenure and/or promotion.

September 15: A faculty member requesting consideration for promotion must notify the DC in writing.

September 15: Tenured faculty eligible for promotion request letter of evaluation from chairperson if desired. (Probationary faculty receive evaluation letter annually without requesting one.)

September 15: If a faculty member believes that his or her case for promotion or tenure would be evaluated differently if a complete promotion/tenure dossier were available, he or she must inform the P&T Committee and the DC that a P&T dossier will be submitted for consideration.

September 15: The candidate must provide a list of four potential external reviewers for *Section V: Scholarship and Creative Activity*— “scholars in your field who are familiar with your work” and “reviewers who are NOT the candidate's dissertation advisors, former teachers, co-authors, friends, relatives, or other persons closely aligned with the candidate.” For each potential reviewer on the list, the candidate must include the name, address, telephone, and email address along with a “brief biographical summary of the reviewer's accomplishments, appointments, and other pertinent information” that will highlight the reviewer’s academic and professional background.

http://www.ouorc.ohio.edu/docs/RHE_Format_Promotion_and_Tenure_Dossier.pdf

http://www.ouorc.ohio.edu/docs/External_Reference_Solicitation_Letter_Sample.pdf

The candidate must provide the P&T Committee Chair or a designee five copies of *Section V: Scholarship and Creative Activity* of the dossier and reprints of publications or other appropriate documentation for creative activities, such as CDs.

September 20: Dossiers may be submitted for pre-evaluation critique and assistance.

September 20: The P&T committee will send the candidate’s *Section V* and any supporting material to external reviewers.

October 20: All promotion and tenure dossiers and Third Year Probationary Review dossiers will be submitted to the DC. All probationary faculty who are not considered for promotion and tenure or Third Year Probationary Review will submit to the DC a summary containing a self-assessment of progress toward promotion and tenure.

October 20: The committee should receive the external reviewers' letters.

Two Business Days Before the Last Day of Fall Semester: All P&T committee decisions regarding promotion and tenure and the Third Year Probationary Review shall be submitted in writing to the DC.

Last Day of Fall Semester: The DC shall notify the faculty member in writing of the P&T committee's recommendations for promotion and/or tenure and Third Year Probationary Review.

First Day of Spring Semester: Promotion and Tenure dossiers are submitted to the Dean.

February 1: The DC will provide probationary faculty with annual letter of evaluation regarding progress toward promotion and tenure. The DC will provide continued faculty with annual letter of evaluation.